

# AGPS ORDERS

## Encumbrances

Order encumbrance is made available to help management keep abreast of current obligations. An order can be created from a requisition through solicitation award or by using the REL document type, or orders can be entered directly into AGPS. If the order has been encumbered but not printed, the encumbrance may be canceled without processing an order change. Once the order is printed, an order change is the only way an order encumbrance may be changed or canceled. The order encumbrance and cancel process is performed on-line (real time). Results from AFS, including reasons for rejections, are immediately viewable on-line. The following steps describe the order encumbrance and cancellation processes.

## Successful Encumbrance

To process orders to accounting for encumbrance, the status code on all account distribution records on the OACG or OFST screens that should interface to accounting are set to '1'. Once the approval process is complete (status of order is at 429), the order is ready for encumbrance. Change the status code to 435. While the document is passing through the interface cycle, the status is at 833. Most of the time this status will not appear on your screen because the interface occurs so quickly. Should this status appear on your screen, it may be that your AGPS session is in the "pause" mode. To verify this, press the F3 key or type END in the function line and press enter. Then attempt to change the status code of the order to 435 again. Once the interface cycle is completed successfully, the status will change to 436.

## Failed Encumbrance

If the order encumbrance fails, the status on OFST or ORD4 will return at 437. The following steps can be used as a guide to correct the failure:

1. Lower the status of the order to 405.
2. Inquire on your accounting distribution records on the OACG screen (the reason codes will not be visible on OFST). Review the reason code(s) for the failed encumbrance which are returned from AFS. If you have questions concerning the reasons for failure, contact your accounting section.  
**If four reasons appear on the OACG screen, there could be additional reasons for failure. If errors listed are corrected and the encumbrance fails again, check for additional reasons.**
3. Change the accounting status code on OACG from '4' to '1' (**Note: The reason code errors will disappear**), make any necessary corrections and press enter. Once corrections are made on OACG or the bottom of the OFST screen, change the status of the order to process approvals.
4. When the status of the order is at 429, change it to 435 to resend to accounting for encumbrance.

## Successfully Canceling Encumbrance

If the order has been encumbered but not printed (at status 436), the encumbrance can be canceled by using status code 497. While the document is passing through the interface cycle, the status is at 894. Most of the time this status will not appear on your screen because the interface occurs so quickly. Should this status appear on your screen, it may be that your AGPS session is in the "pause" mode. When the encumbrance cancellation is successful, the status of the order will return at 498. Remember, **if you choose to cancel the encumbrance of an order with 497, the order cannot be used for further processing.**

## **Failed Cancellation of Encumbrance**

If the attempt to cancel the encumbrance on ORD4 or OFST with status 497 fails, the status code will return at 494. Inquire on the OACG screen and review the reasons returned by AFS. Contact your agency accounting section for further direction. Once the problems are resolved, reset the status code to 497.

## **AFS Encumbrance Screens**

**Users who have access to AFS may view or verify the encumbrance information established in AFS on the OPOH\OPOL screens by using the steps outlined below:**

1. Select option '1' on the ISIS screen.
2. Type 'N' in the ACTION field and 'OPOH' in the TABLEID field and press enter.
3. Type 'S' in the ACTION field and tab to the VENDOR NUMBER field and input the nine digit vendor number. Next, type your three digit agency number in the PO AGENCY field, input the Fiscal Year 'YY' plus the purchase order number in the PO NUMBER FIELD and press enter. If the encumbrance was successful, header information about your order encumbrance will appear.
4. From the OPOH Screen, type 'L' in the ACTION field and press enter. The system will leaf to your accounting line information on the OPOL screen. To view additional line information, if you have more than one accounting line, just press enter.
5. Type 'E' in the ACTION field and press enter to return to the ISIS screen.

## **Special Encumbrance Tips**

1. If an order is encumbered in error, **it can be canceled with status code 497 ONLY IF the order status is still at 436.** Otherwise, an order change type CNX will have to be issued to cancel the encumbrance.
2. If all intended transactions against an order have been completed and the order status is not final or canceled (495 or 499), please take the necessary action to close the order. Remember, the fiscal year roll over flag defaults to 'Y' and unattended balances may roll to encumbrance in the next year.

## **Common Interface Error Messages**

### **A472E PS OBJECT ON PO OR RQ**

The object coded on the transaction is a personal services object, (according to the Object Table) and is not valid on Pos or requisitions. Correct the object code and resubmit.

### **A488E DECR > PO LINE AMT**

The decrease on the PO modify document exceeds the outstanding line amount. Correct the line amount so that it is equal to (or less than) the outstanding amount. Also, correct the document total, and then resubmit the transaction.

### **A490E DECR > UNEXPENDED BAL**

The decrease amount exceeds the unexpended balance of the PO line. Correct the line increase/decrease indicator or the line amount and document total. Resubmit the transaction.

**A493E INCREASE > UNOBLIG APPR**

The line amount exceeds the budgeted authority amount for the appropriation. Correct the line amount of the accounting distribution and resubmit the transaction.

**HFR9E FED AID BUDGET HAS BEEN CLOSED**

The document is referencing a federal aid budget line on the Federal AID Budget Line Table that has been closed.

**429LE ACCTG PERIOD MUST BE 13**

The current document's Accounting Period must be the year-end adjustment period (13) for the action requested. Change the Accounting Period field and resubmit the document.

The cause of the following error messages may be an inappropriate fiscal year. To resolve this problem, verify the correct fiscal year was entered for the accounting distribution information.

**C100E INVALID FUND FOR BUD FY**

**C120E INVALID FUND/AGENCY FOR BFY**

**C122E BAD FUND/AGENCY FOR ACCT FY**

**C152E INVALID OBJECT**

**HP04E INVALID PROJECT**